



**COLORADO**  
Department of Public  
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

**\*\*\* CDPHE-CACFP PROCEDURE MEMO ADC #16-10 \*\*\***

DATE: May 3, 2016  
MEMO CODE: Adult Day Care #16-10  
SUBJECT: 2016-2017 Income Eligibility Form  
2016-2017 IEF Letter for participants/guardians  
TO: Adult Day Care institution representatives

This memorandum introduces the 2016-2017 Income Eligibility Form (IEF) and IEF Letter, which are attached. This memorandum also describes a change made to the 2016-2017 IEF. These revisions meet new requirements described in the July 2015 United States Department of Agriculture (USDA) Eligibility Manual. Beginning July 1, 2016, please discard any blank 2015-2016 forms and replace them with the 2016-2017 forms. The format of the 2016-2017 IEF has changed; however, the content remains the same with the exception of the change described in this memorandum.

The Colorado Department of Public Health and Environment-Child and Adult Care Food Program (CDPHE-CACFP) released the 2016-2017 Household Income Eligibility Guidelines on April 7, 2016 in Procedure Memorandum CENTERS #16-11, FDCH #16-11, and ADC #16-09. The Household Income Eligibility Guidelines are also attached with this memorandum for your convenience.

The CDPHE-CACFP will provide the Spanish versions of the IEF form and the IEF Letter in the near future in a separate policy memorandum. Once issued by the United States Department of Agriculture (USDA), the CDPHE-CACFP will also release the 2016-2017 Rates of Reimbursement to all institutions.

**2016-2017 Income Eligibility Form revision:**

Part 3: This section of the form clarifies the following: If the participant or guardian enters '0' or leaves any fields blank in the "*Income to Report*" section, the person completing the form is stating there is no income to report. If all fields of the "*Income to Report*" section are left blank, institution representatives must consider this "zero income" and determine the enrolled participant(s) eligible for Free meals.

The USDA website provides a simplified prototype "Family Friendly" application to ensure there are no barriers to participation for Limited English Proficient (LEP) families. The family friendly application includes only information that families need when first applying. The family friendly application is available in 34 different languages and may be used in place of the IEF. The family friendly application is located at the following website:

<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.

J:\POLICY\Adult Day Care Policies\FY 2016\Procedure Memos\Procedure Memo ADC #16-10 Adult 2016-2017 IEF and IEF Letter .docx

The institution must distribute the IEF Letter with the Income Eligibility Form (IEF) to all participants and/or guardians. IEFs are valid for 12 months after the month in which the form is received and approved by the institution. For example, if the determination date is July 2016, the form is valid from July 1, 2016 through July 31, 2017.

All forms are available in the Materials and Forms section on the CDPHE-CACFP website at <https://www.colorado.gov/cdphe/cacfp-materials-and-forms>.

**Reminder:** The institution must maintain IEFs and all CACFP records for 3 years and 4 months in addition to the current fiscal year.

Please contact the CACFP office at 303-692-2330 with any questions or more information.

Enclosures:

2016-2017 Income Eligibility Form (IEF)

2016-2017 IEF Letter

2017-2017 Household Guidelines

The USDA is an equal opportunity provider, employer and lender.